

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2012-0023
Schedule Status Approved

Agency or Establishment Department of Justice
Record Group / Scheduling Group General Records of the Department of Justice
Records Schedule applies to Department-wide
Schedule Subject Attorney Bar Certification Forms
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2012-0023

Sequence Number

1

Attorney Bar Certification Forms

Disposition Authority Number DAA-0060-2012-0023-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="366 412 816 453">Attorney Bar Certification Forms</p> <p data-bbox="366 463 1158 504">Disposition Authority Number DAA-0060-2012-0023-0001</p> <p data-bbox="366 514 1508 704">Forms, completed annually by Department attorneys certifying that they are active members of at least one bar, maintained by the component for which the attorney is employed Also includes the component's copy of the consolidated bar certification forwarded to the Office of Attorney Recruitment and Management (OARM)</p> <p data-bbox="366 715 926 755">Final Disposition Temporary</p> <p data-bbox="366 766 860 806">Item Status Active</p> <p data-bbox="366 817 832 857">Is this item media neutral? Yes</p> <p data-bbox="366 868 819 1002">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="366 1029 678 1070">Disposition Instruction</p> <p data-bbox="366 1081 1301 1121">Cutoff Instruction Cut off at the end of the calendar year</p> <p data-bbox="366 1132 1202 1172">Retention Period Destroy 10 year(s) after cut off</p> <p data-bbox="366 1200 674 1240">Additional Information</p> <p data-bbox="366 1251 959 1315">GAO Approval Not Required</p>

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
09/10/2012	Certify	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
03/04/2013	Submit for Concurrency	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/22/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/22/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/26/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist